

<b>Student Transfer Application</b> <b>2018 – 2019</b> <b>Wilson County Schools</b>
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**The Wilson County school system does not accept students whose primary legal guardian lives outside Wilson County, nor K – 8 students that are zoned for the Lebanon Special School District.**

Student's Last Name	Student's First Name	Student's Middle Name	Age	/ / D.O.B.
School Zoned For	Requested School	Grade in 18/19		
Parent's Name		Home Phone		
Street Address		Work Phone		
City, State, Zip Code		e-mail address		

Students whose parent or legal guardian are residents of Wilson County may be permitted to request an assignment to a school other than the base school to which their student has been assigned according to the following guidelines.

The "Student Transfer Application" must be completed and submitted within the transfer application period of February 1<sup>st</sup> through February 28<sup>th</sup>, for the subsequent school year. **No transfers will be considered after this period unless there has been a change in custody/guardianship or a change in residency of the parent or guardian.**

As long as space is available in a school/grade level, all transfers will be approved. In the cases where requests exceed the number of student spaces available, transfers will be granted in the following priority.

Circle the number that applies to your situation and complete the information requested.

1. Employees of Wilson County Schools.

Name of School	Employee's Position/Title	Employee's Supervisor
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2. Students whose siblings are already enrolled in the school.

Name of Sibling	Current Grade
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3. Lottery for Wilson County Schools zoned residents.

Lottery – A lottery will be used when the number of requests outnumbers spaces available for Wilson County Schools zoned residents.

**All approved transfers shall be effective until the student moves to a new school.**

**Transportation for students granted transfers shall be the responsibility of the parent or guardian.**

**Does the student plan to participate in a TSSAA sanctioned sport in the 2018-2019 school year?**

**Yes**  **No**

**If so, which sport(s)?**

**If participating in TSSAA athletics, signatures from both principals required, before submitting application to the central office.**

\_\_\_\_\_  
**Zoned School Principal**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_\_  
**Out of Zone School Principal**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

**I have read and understand my responsibility in complying with board policy.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approval: Principal's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_\_  
**Attendance Supervisor's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

**Return form to:  
Stanley Moss  
Attendance Director  
Wilson County Schools  
351 Stumpy Lane  
Lebanon, TN 37090  
Fax #: 615-453-3420  
mosss@wcschools.com**

**The building principal may revoke a transfer at any time that a student's attendance, conduct, or academic performance are considered to be unacceptable.**